



The
Shasta Children and Families First Commission
1518 Market St.
Redding, CA 96001
(530) 229-8300 – fax (530) 229-8301
<http://ccfc.ca.gov/shasta>

SPECIAL OPPORTUNITY FUNDING

OVERVIEW

First 5 Shasta, *the Shasta Children & Families First Commission*, is funded by the California Children and Families Act (Proposition 10). This statewide initiative was passed by voters in 1998. Proposition 10 placed a 50 cent-per-pack tax on cigarettes to fund education, health, child care and other programs to support the healthy development of children from the pre-natal stage to five years old.

The vision of First 5 Shasta is to create a system of information, services and activities that allow all young children in Shasta County to learn, play and reach their potential as contributing members of society.

To realize this vision, First 5 Shasta commits 80% of its annual income to supporting new or expanded programs in Shasta County. Of this, 8% is set aside as *Special Opportunity Grants* for projects brought to us by community groups, organizations and individuals.

GRANT GUIDELINES AND POLICIES

- Special Opportunity grants support projects aimed at the healthy development of prenatal-to-five year old children and their families in Shasta County.
- All projects and community-based activities selected for funding must relate to the aims of the First 5 Shasta vision, mission, goals and objectives (see attachment).
- Special Opportunity grants provide “one-time” funding for specific projects. Projects appropriate for Special Opportunity grants include, but are not limited to:
 - Development of a curriculum
 - Development or purchase of materials
 - Program planning
 - Purchase of equipment
 - Training opportunities for parents, staff, volunteers
- Grants are not awarded to sustain existing programs. They are not intended to develop projects with uncertain plans for sustainability.
- Only proposals requesting \$5,000 - 20,000 will be considered. Requests for less than \$20,000 are encouraged so that First 5 Shasta can support a broad number of projects throughout the county.

- A total of \$40,000 is available to be awarded each round. The Commission is not obligated to allocate any or all of these funds and may choose to hold them in reserve.
- Grants may be awarded to community groups, organizations or individuals. Applicants must provide a tax identification number.
- A community group, organization or individual may submit only one proposal per funding round.
- Proposition 10 legislation does not allow First 5 Shasta to use funds to supplant or replace others sources of funding.
- Applicants seeking these funds will demonstrate careful planning efforts in project/activity development.
- Depending on the project, grantees may be required to provide mutually agreed upon progress reports and/or to participate in measuring the impact of their projects.
- First 5 Shasta will be acknowledged in materials promoting the projects and activities receiving this support.
- Grantees will be required to abide by First 5 Shasta's Tobacco Control Policy.

FUNDING SCHEDULE: TWO COMPETITIVE ROUNDS EACH YEAR

Proposals for 2003 are due at the First 5 Shasta office by 4:00 p.m. on:
April 15, 2003 (Spring Round)
October 10, 2003 (Fall Round)

HOW TO APPLY

1. Call to discuss your project ideas with the First 5 Shasta Executive Director. This discussion will determine if your project is a good match with Special Opportunity Funding guidelines. Call the Director at 229-8300.
2. If a project is seen as a match for possible funding, write your proposal by following the enclosed instructions.
 - If you are new at grant writing, or if you need help, please call First 5 Shasta. Arrangements have been made for grant-writing classes, to be offered free for community groups or individuals interested in seeking funding for programs aimed at young children and their families.
3. Mail or hand-deliver the original copy of your proposal, making sure it arrives at the First 5 Shasta office by 4:00 p.m. on the due date. Submit your proposal to:

First 5 Shasta / Special Opportunity Funding
1518 Market St.
Redding, CA 96001

PROPOSAL REVIEW

Proposals will be reviewed by a team of First 5 Shasta Advisory Committee members. This team will score proposals based on:

- Applicant capability of conducting the project
- Appropriateness of the proposed project to First 5 Shasta objectives
- Thoroughness of project planning and development, including the involvement of other partners and community members, when appropriate
- Appropriateness of the project budget

If the review team has questions, the First 5 Shasta Director may be asked to gather more information from you.

The team will make a recommendation to the full Advisory Committee. The Committee will consider the information presented and make a funding recommendation to the Shasta Children and Families First Commission. The Commission makes all funding decisions and these decisions are final.

You are not asked to verbally present your proposal and are not required to attend any of our meetings. Of course, if you want to attend, Advisory Committee meetings and meetings of the Shasta Children and Families First Commission are open to the public and you are always welcome.

PROPOSAL GUIDELINES

- Type or print your answers to items 1-9 of *Proposal Instructions* (see below). If you print, please use black ink and write clearly.
 - Please answer items in the order given. Note the item number and restate the question before each answer.
 - Keep your answers to no more than 5 pages.
- Complete the Cover Sheet (if one section does not apply, please indicate with N/A). If you print, please use black ink and write clearly.
- Have the Cover Sheet signed and dated by the person in your group or organization who is legally authorized to sign agreements. By signing, you are certifying that the information and statements made are correct.
- Attach the original Cover Sheet to the front of your proposal.
- Submit your completed proposal by 4:00 p.m. on or before the proposal due date (April 15, 2003 or October 10, 2003) to.

First 5 Shasta/Special Opportunity Proposal
1518 Market St.
Redding, CA 96001

PROPOSAL INSTRUCTIONS (please keep your proposal to no more than 5 pages)

1. Describe your community group or organization. Identify its purpose, structure, and services. Please describe how your group or organization is funded.
2. Describe your proposed project. Please include:
 - a. How this project will improve the well-being of prenatal-to-five year old children and their families in Shasta County.
 - b. Who this project will reach or serve.
 - c. Timeline for this project and when it will be completed
3. Describe the planning efforts that went into developing your proposed project. Please identify any community groups/organizations/individuals involved in the planning, development and implementation of this project. What are their roles in this project?
4. Describe the results you expect from this project. What effect do you think this project will have on the people it reaches? How will you know if these results have been achieved?
5. Discuss how First 5 Shasta will be acknowledged in project materials (if applicable).
6. Discuss the procedures used by your organization for fiscal management.
7. Describe existing sources of financial and non-financial support or contributions that will be used in this project.
8. Identify other funding you are pursuing/have pursued for this project.
9. Provide a budget summary (as shown below) of how First 5 Shasta funds will be used. Please be sure to explain every budget item. Add any other information that will help us understand your project budget.

BUDGET SUMMARY:

Amount

\$ _____

\$ _____

Budget Items:

Project/Staff Consultants - explain:

Equipment - explain:

Office Supplies - explain:

Educational Materials - explain:

Promotion/Advertising - explain:

Training Costs - explain:

Other - explain:

Total Amount Requested from First 5 Shasta

SPECIAL OPPORTUNITY PROPOSAL COVER SHEET

Funding Round:
Spring (April 15, 2003) _____ Fall (October 10, 2003) _____

Name of Applicant (Organization/Community Group/Individual):

Name of Contact Person: _____ **Phone:** _____

Mailing Address: _____

E-Mail Address: _____ **Fax:** _____

Tax I.D. #: _____ (OR Soc. Sec. # if individual) _____

Project Name: _____

Amount Requested: _____ **Project Completion Date:** _____

Summary of Project: _____

Date the project was discussed with First 5 Shasta Executive Director: _____

First 5 Shasta Objective(s) addressed by this project:

Agreements

1. Applicant certifies that funding received from First 5 Shasta for this project will not be used to supplant or replace any existing source of funding. Yes ____ No ____
2. Applicant agrees to make project reports, if requested. Yes ____ No ____

Signature of Organization's Authorized Representative

Date



GOALS AND OBJECTIVES

GOAL ONE:

Community understands and values early childhood development and child learning

- a. Key decision-makers, legislators, policy-makers, faith-based leaders, community leaders and leaders of foundations are educated about issues related to early childhood development
- b. Service providers are educated about issues related to early childhood development
- c. Parents and primary care-givers are educated about issues related to early childhood development
- d. Employers are educated about issues related to early childhood development and family needs
- e. Middle/high school age youth are educated about early childhood development

GOAL TWO:

Services and resources are accessible

- a. Community-based groups focused on localized services for children 0-to-5 exist countywide
- b. Information clearinghouse is developed
- c. Increase access to affordable health care coverage
- d. Increase access to quality, affordable, early care and education for infants and toddlers, sick children, and children during non-traditional work hours
- e. Increase number of licensed early care and education providers

GOAL THREE:

Policies and funding resources are focused on children age 0-to-5 years old

- a. Community-based groups focused on policies and resources for children 0-to-5 exist countywide
- b. Local foundations, governments, businesses and organizations financially support and participate in programs focused on 0-to-5
- c. Employment policies/practices that support family needs are implemented

GOAL FOUR:

Children and families are safe and children are physically, mentally, emotionally, socially, and spiritually healthy and ready to learn

- a. Decrease child abuse/neglect and child experience of family violence
- b. Decrease perinatal substance abuse and tobacco use especially during the pre-natal period
- c. Increase duration of breastfeeding
- d. Decrease rates of childhood anemia and obesity
- e. Decrease rate/severity of maternal depression
- f. Increase identification, assessment and intervention services for young children at risk of impaired attachment
- g. Improve family literacy and language acquisition
- h. Increase number and use of parks and recreational activities
- i. Improve education and support for child care providers (including license-exempt)
- j. Improve screening for developmental delays (number of screenings, timing, capture data, referral for intervention)
- k. Decrease incidence of dental caries in young children